

Tempus EVV Training System

How to access your EVV training



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To go to a section, tap on the name

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Logging In

- 1 The following steps are for logging in and registering for in-person or instructor-led virtual training. To access the training system, click on the following:

<https://tempusunlimiteddevvtraining.talentlms.com/index>

The system will display this screen.



- 2 Click **Login** at the top right, and a login screen will appear.



3

In the log in box, enter your username and password.

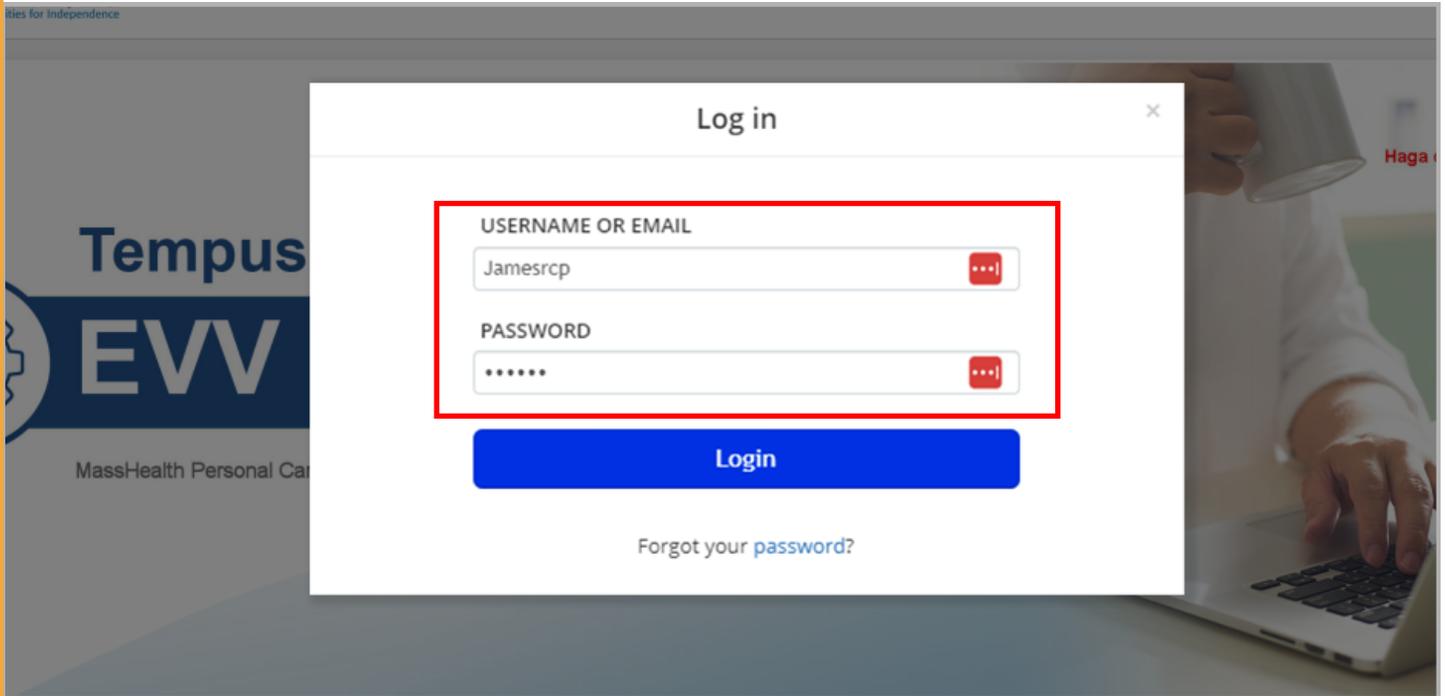
Username or Email

Use your email address.

Password

Use the last four of your social followed by your birth date MMDDYYYY (No spaces or slashes) – Example 123402011995

Note: This information allows Tempus to confirm who has registered for training and it's the email your notifications will be sent to. Then click the blue **Login** button.



Signing Up For Training

1 Click on the **Click here to sign up for training** button.

2 Choose the course delivery method you prefer (In-Person, Instructor-led or Virtual via Zoom) by clicking on the icon or check box. Both methods are available in English or Spanish.

Note: In September, the system will also display a self-paced option for those who prefer that method of learning.

3

After the training page appears, click twice on the course button to select the course.

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HOME JAMES RINGROSE | LEARNER Search

Home / Course catalog / In-Person Training

In-Person Training

In-Person Training

This training is in-person.

NOTE: You must complete your attestation before you select your preferred training time and location.

Duration: 1 hour

The benefits of attending training in person training includes having dedicated support team members on site to help you with:

- Signing into the EVV Portal (Consumers and PCAs))
- Installing the EVV Mobile application on your mobile device
- Consumers and PCAs – answering your EVV questions

During this training, consumers, surrogates and PCAs will learn about EVV and how to use the EVV Mobile Application and Portal for timekeeping and processing timesheets.

The Training agenda includes:

1. Introduction to EVV
2. EVV Portal setup process

Click twice to pick this training

4

PCAs complete the attestation form which allows Tempus to pay PCAs for attending EVV training.

Consumers/surrogates do not need to complete the attestation form and will opt-out on the next page. Click on **Begin** to start.

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MENU

- EVV Training Attestation Form ✓
- Module Completion

EVV Training Attestation Form

BEGIN

5

For Consumers/surrogates, click on **I am a consumer/surrogate** to opt out and move on to register for EVV training.

Consumers/surrogates can now skip to step 7.

For PCAs, click on **I am a PCA**.

The screenshot shows a web interface for Tempus Unlimited, Inc. The top left corner features the company logo and name: "TEMPUS UNLIMITED, INC. Opportunities for Independence". Below the logo is a "MENU" section with two items: "EVV Training Attestation Form" (which is selected and has a checkmark) and "Module Completion". The main content area has a light blue background with a white diagonal gradient. It contains two sections of text and buttons. The first section says: "If you are a Consumer or Surrogate, please click this button to begin registering for a training session or to start your online, self-paced course" followed by a button labeled "I am a Consumer/Surrogate". The second section says: "If you are a PCA, please click this button to fill out the form to get paid after you complete EVV Training. You will then be able to register for training." followed by a button labeled "I am a PCA".

6

PCAs complete the attestation prior to registering to be paid for EVV training. After they attend training, they will be paid.

The screenshot shows the Tempus Unlimited, Inc. web portal. The logo is in the top left. A 'MENU' is on the left side with 'EVV Training Attestation Form' selected. The main content area has a blue header 'PCA EVV Training Attestation Form'. Below it, text states: 'This form is used to pay you after you attend the mandatory EVV training. EVV training should not be listed on your normal timesheet.' It then asks for attestation and lists four points: 1. I am a PCA in the MassHealth PCA program. 2. I have received a letter from Tempus Unlimited, Inc. saying that it is my turn to start using EVV. 3. I am not exempt from EVV. This means that I am required to use EVV. 4. I will complete my mandatory EVV training.

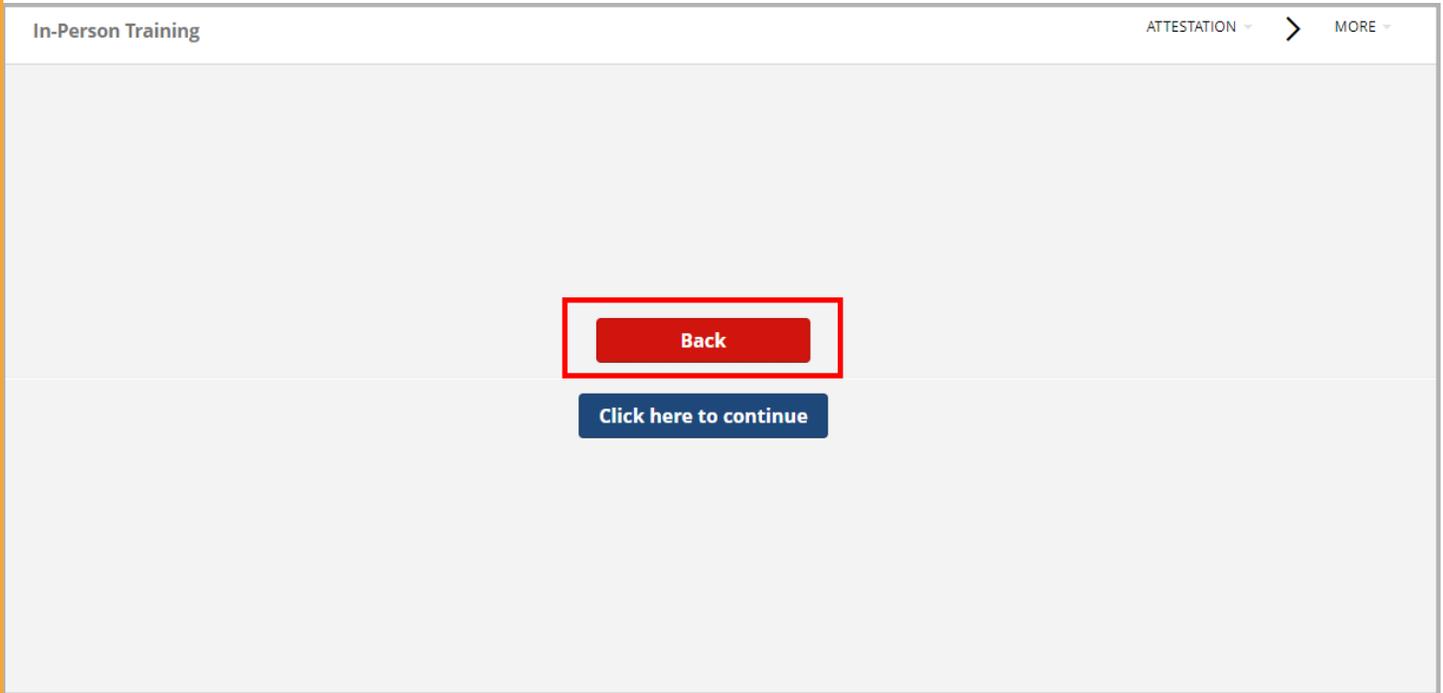
7

When you're done, click **Next**. Now, close the confirmation window and move on to registering for training.

The screenshot shows the Tempus Unlimited, Inc. web portal with the 'EVV Training Attestation Form' and 'Module Completion' items checked in the menu. A large image of an elderly woman and a young boy is in the background. A blue callout box with a gear icon and a checkmark says 'Click the Next button to move to the next step'. A red box highlights a 'NEXT' button in the bottom right corner.

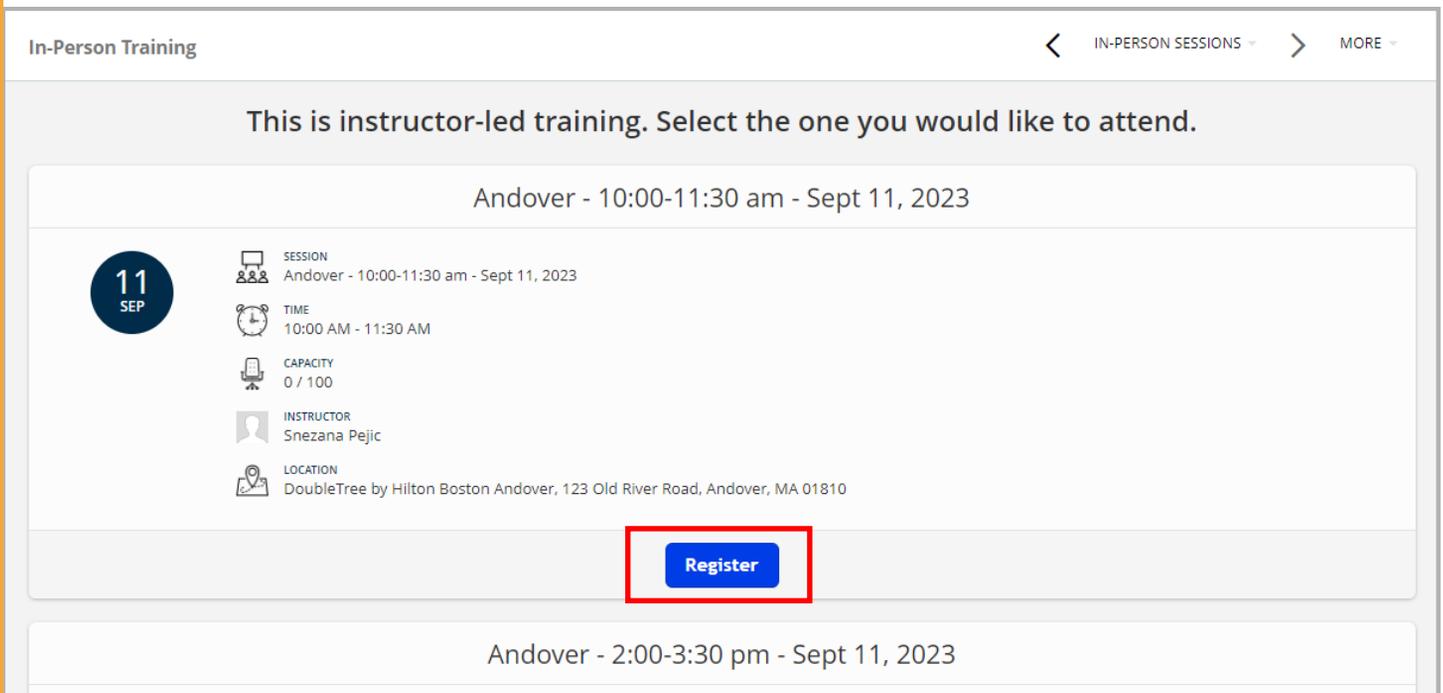
8

Click on the **Click here to continue button** to move to the next screen to select a date and time for your training. You can choose either in-person or virtual.



9

Choose **Register** for the session you want to attend.



- 10 After registering, a green bar will appear alerting you to check your email for the training registration confirmation.

In-Person Training < IN-PERSON SESSIONS > MORE

The session you registered for is listed below.

Lenox - 10:00-11:30 am - Sept 13, 2023 (clone)

13 SEP

SESSION
Lenox - 10:00-11:30 am - Sept 13, 2023 (clone)

TIME
10:00 AM - 11:30 AM

CAPACITY
1 / 64

INSTRUCTOR
Snezana Pejic

LOCATION
Marriott Berkshires, 70 Pittsfield Road, Lenox, MA 02140

Click here to reschedule Add session to your calendar

Registered - check your email for a training confirmation

- 11 You can add the session to your calendar by clicking on the **Add session to your calendar** button or by writing it down as a reminder. Now close the window.

Congratulations! You're now registered.

In-Person Training < IN-PERSON SESSIONS > MORE

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Click here to reschedule Add session to your calendar

Registered - check your email for a training confirmation

Changing the Default Language

- 1 Before you use the system, you can choose the language you wish to work in if it's not the default English.

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HOME JAMES RINGROSE | LEARNER Search

Home

EVV Training Registration Steps

- 1 Choose training type
- 2 PCAs complete the Training Attestation Consumers opt out of Training Attestation
- 3 Register for Virtual or In-Person Training
- 4 Receive registration confirmation via email

Click here to sign up for training

COURSE CATALOG
Find new courses

PROGRESS
Find out how you are doing with your training

CALENDAR
View current and upcoming events

- 2 Click **Learner** to the right of your name.

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HOME JAMES RINGROSE | **LEARNER** Search

Home

EVV Training Registration Steps

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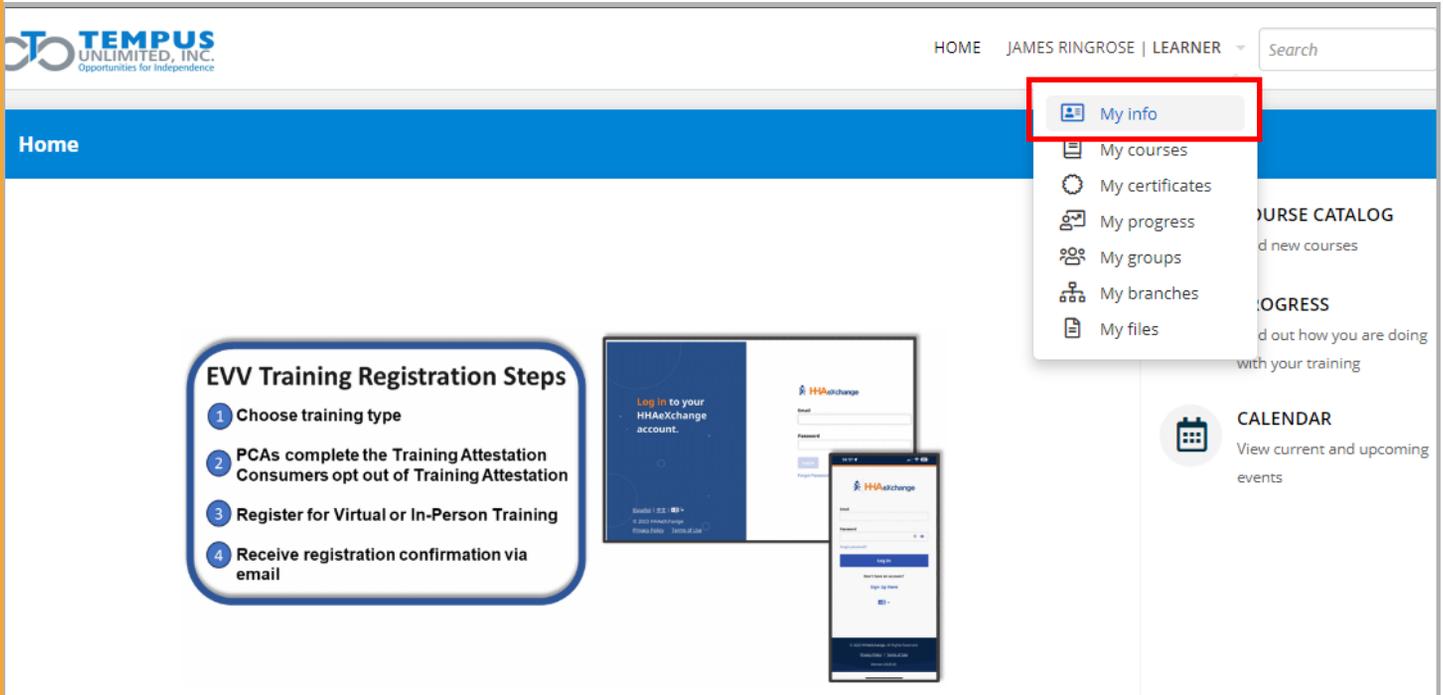
Click here to sign up for training

COURSE CATALOG
Find new courses

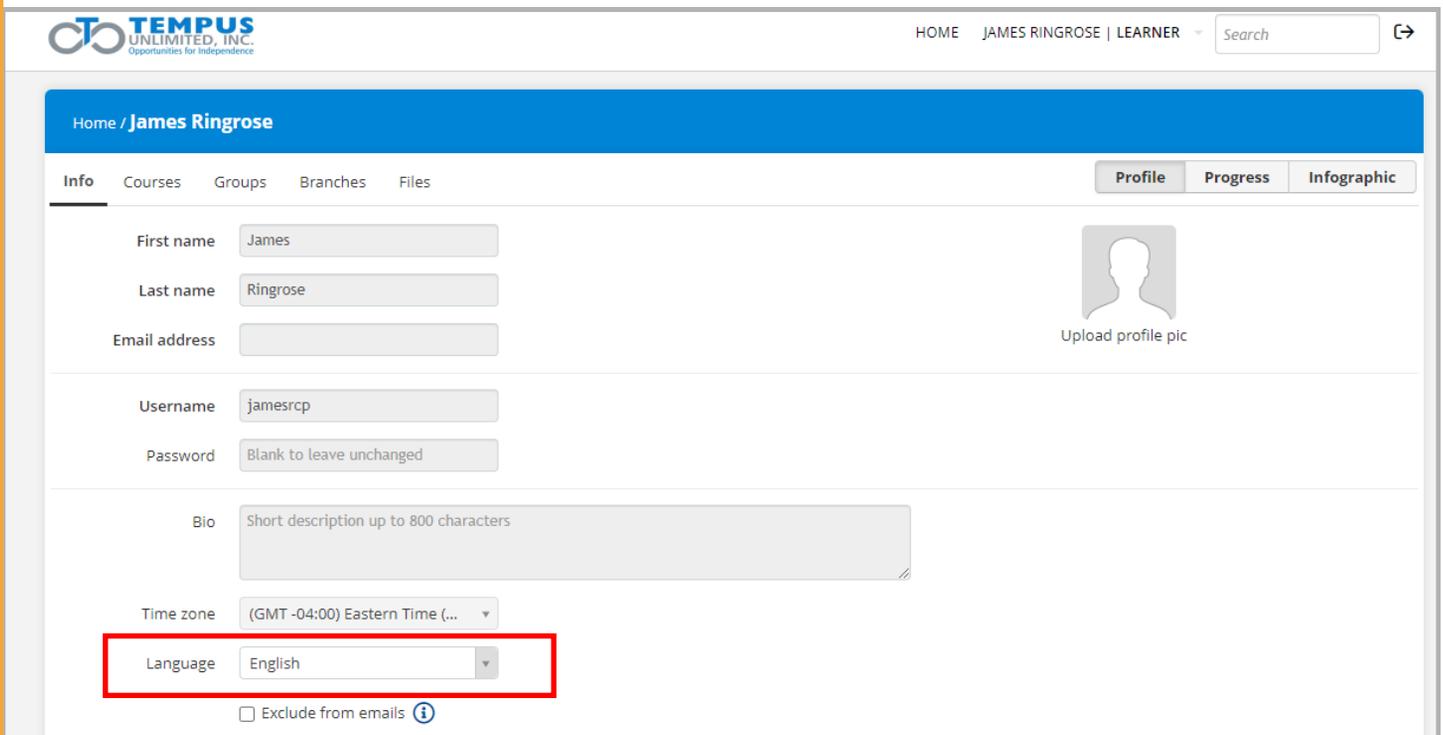
PROGRESS
Find out how you are doing with your training

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View current and upcoming events

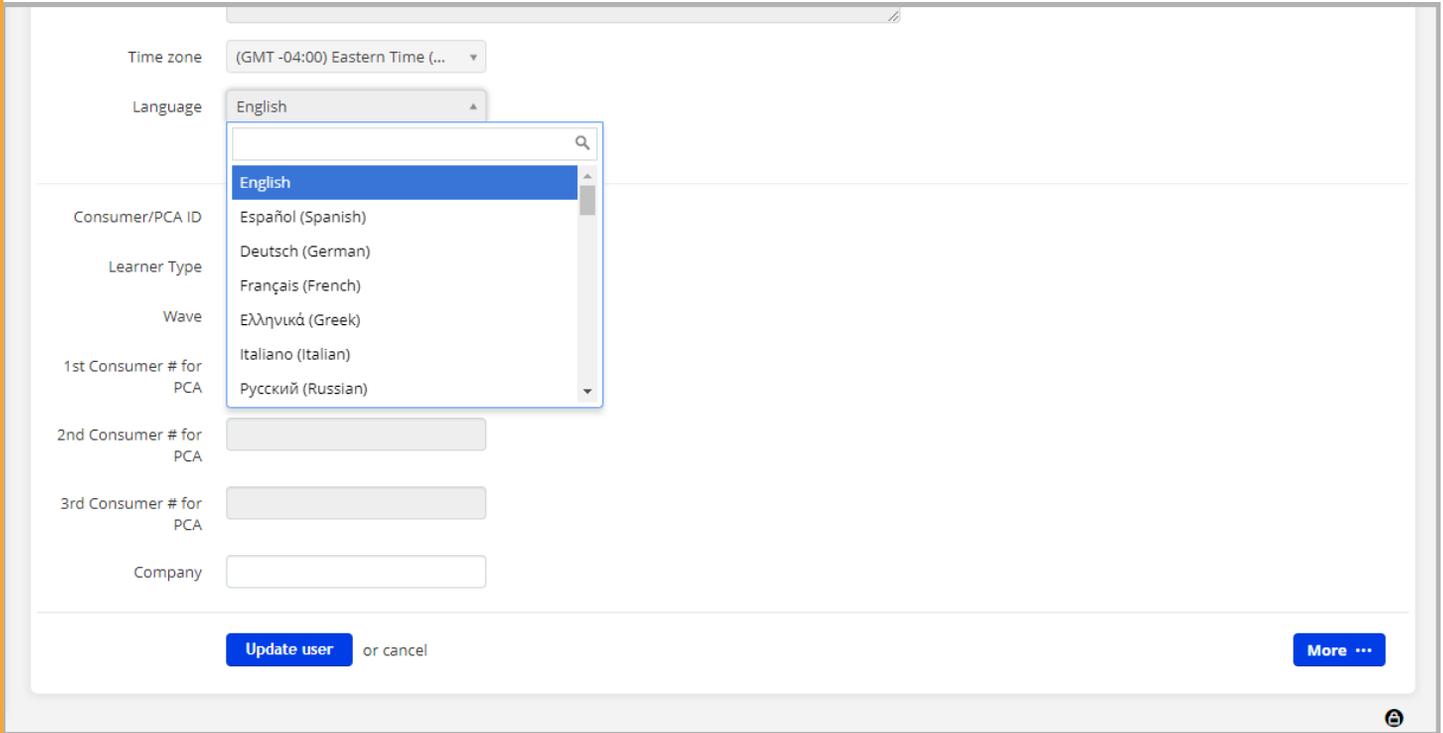
3 In the menu that drops down, select **My info**.



4 Scroll down on the page to find **Language** on the left side and click the down arrow.



5 Select the language you would like to use.

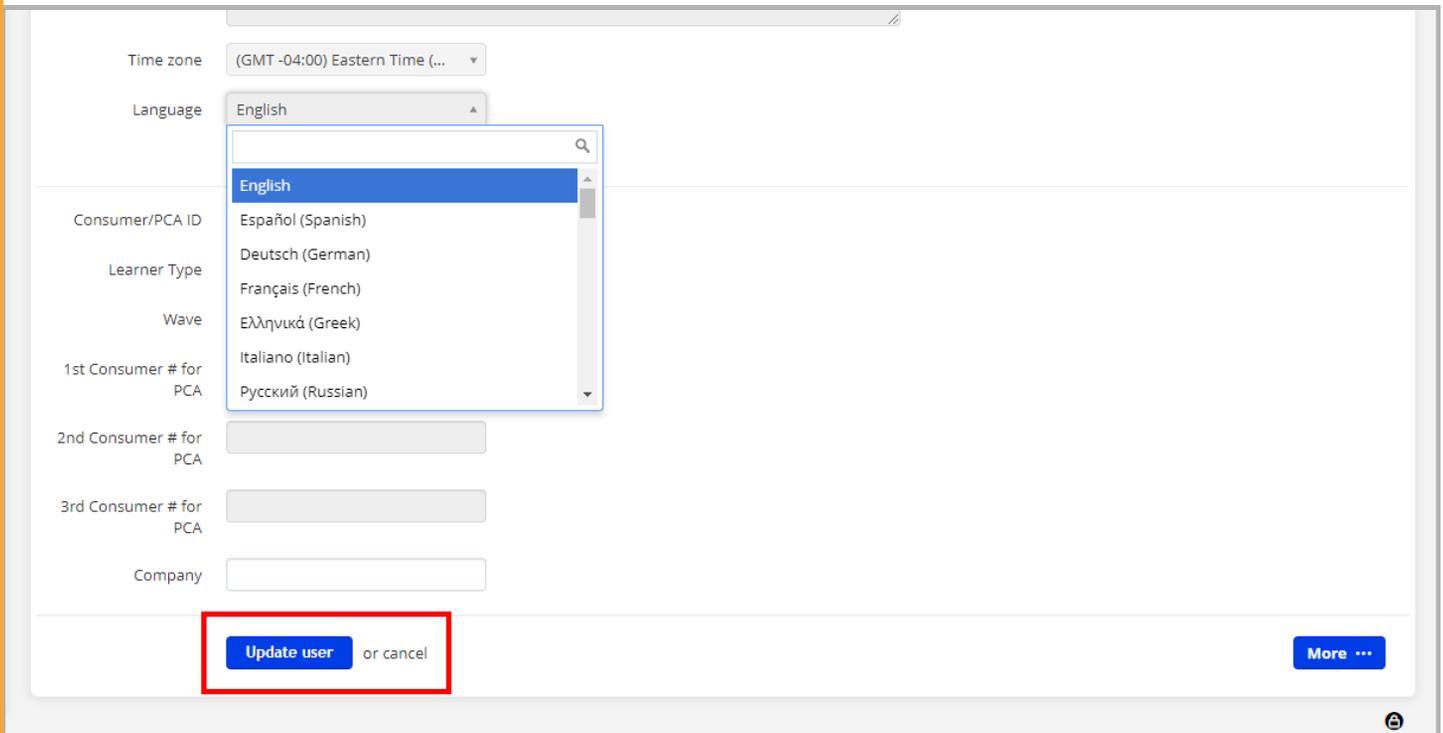


The screenshot shows a user profile form with the following fields and options:

- Time zone: (GMT -04:00) Eastern Time (...)
- Language: English (dropdown menu is open, showing options: English, Español (Spanish), Deutsch (German), Français (French), Ελληνικά (Greek), Italiano (Italian), Русский (Russian))
- Consumer/PCA ID: [empty text box]
- Learner Type: [empty text box]
- Wave: [empty text box]
- 1st Consumer # for PCA: [empty text box]
- 2nd Consumer # for PCA: [empty text box]
- 3rd Consumer # for PCA: [empty text box]
- Company: [empty text box]

At the bottom of the form, there is a blue button labeled "Update user" followed by the text "or cancel" and a blue button labeled "More ...".

6 And finally, click on **Update user** at the bottom of the form.



This screenshot is identical to the one above, but with a red rectangular box highlighting the "Update user" button at the bottom of the form.

7

The language should change to your new choice. You can now click the home button by your name and book your training.

The screenshot displays the user profile page for James Ringrose. At the top left is the logo for TEMPUS UNLIMITED, INC. with the tagline "Opportunities for Independence". The top right shows navigation links for HOME and JAMES RINGROSE | LEARNER, along with a search bar and a refresh icon. Below the navigation is a blue header bar with "Home / James Ringrose". Underneath is a menu with "Info", "Courses", "Groups", "Branches", and "Files", and three tabs: "Profile", "Progress", and "Infographic". The main content area contains several form fields: "First name" (James), "Last name" (Ringrose), "Email address" (empty), "Username" (jamesrcp), "Password" (Blank to leave unchanged), "Bio" (Short description up to 800 characters), "Time zone" ((GMT -04:00) Eastern Time (...)), and "Language" (English). At the bottom left, there is a checkbox for "Exclude from emails" with an information icon. On the right side, there is a placeholder for a profile picture with the text "Upload profile pic".